

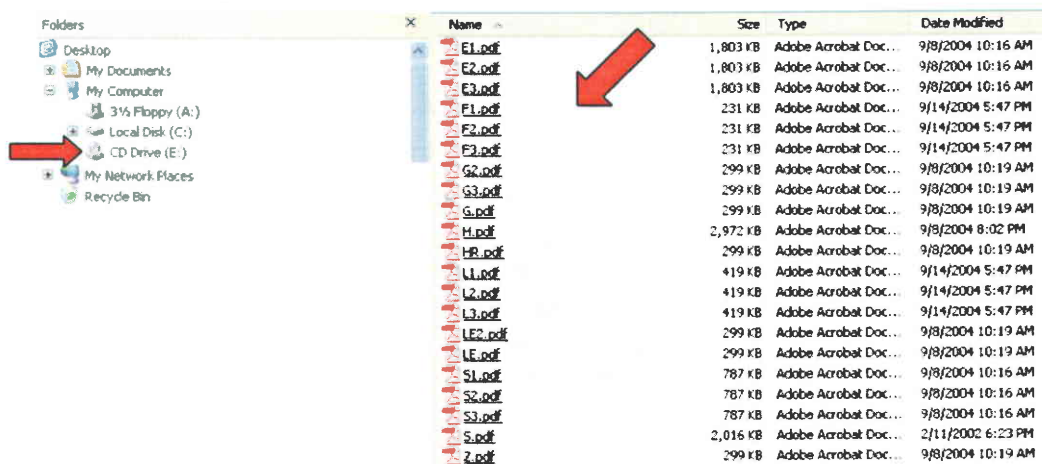


DEPARTMENT OF PLANNING AND ZONING

ELECTRONIC DOCUMENT AND PLAN SUBMITTALS FOR ZONING APPLICATIONS

Effective August 1, 2006, one hard copy set of plans and Zoning application submittals, as well as a CD containing an electronic version of the hard copy documents/plans, must accompany all submittals.

The submitted CD must contain the scanned documents and plans in PDF format and saved at the root level (no folders allowed). For example:



The plans must be scanned as an E-size document. The documents and plans must be scanned so they can be opened using Adobe Acrobat Reader version 8.0. All documents and plans must be scanned with a minimum dpi of 300 and cannot be read only.














The documents and plans must also be broken down into document file types, with each *plan file* containing a maximum of 5 pages per plan type. This 5-page maximum applies **ONLY** to plan files and not to regular sized documents such as applications or letters of intent. Below is a list of document codes and their descriptions as used by our system. Please make sure your files are saved using these exact file codes as listed below (i.e. - for Hearing Site Plan 1, save document as “S1.pdf”). Also, make sure that all plans are saved in the same direction (landscape orientation) so that they can be read from left to right. If you have five plans or less to submit for a Zoning Hearings application or an ASPR, please submit them as “Hearing/ASPR Plan” and save the file as “H.pdf”. If you have more than five plans to submit, please categorize them into their plan type. For example: save Site Plans as “S1.pdf”. Save Floor Plans as “F1.pdf”. If you have five plans or less to submit for an Entrance Feature application, please submit them as “Plans” and save the file as “G.pdf”. If you have more than five plans to submit, please categorize them into increments of five pages of plans and save them as “G2.pdf”, “G3.pdf” etc.

The scanned version of your plans is an official document and should be identical to any hard copies that are submitted. When revisions are made to the plans, a scanned electronic version must also be resubmitted.

















If you have any questions regarding these procedures, please call Ron Connally, Zoning Hearings Section Supervisor, or Fred Endara, Zoning Administrative Review Supervisor, at 305-375-2640.

Document File Types

Zoning Hearings and ASPR







<u>Code</u>	<u>Description</u>
A	APPLICATION - Application and warranty deed  A.pdf
L	LTRS OF INTENT-SCHOOL-SUBSTCOMPLIANCE – Letters of Intent & School Checklist  L.pdf
C	COURT DOCUMENTS – Court transcripts from other than ZAB  C.pdf
C4	CLASS 4 -  C4.pdf
SCO	SUBSTANTIAL COMPLIANCE OTHER – Substantial Compliance forms other than approval letters.  SCO.pdf
COV2	COVENANT DOCUMENTS 2 -  COV2.pdf
SCS	SUBSTANTIAL COMPLIANCE SKETCH -  SCS.pdf
SCHR	SUBSTANTIAL COMPLIANCE HR -  SCHR.pdf
TR	TRANSCRIPTS – Transcripts from ZAB hearings.  TR.pdf
AMR	ADMINISTRATIVE MODIFICATION RESOLUTION -  AMR.pdf
COV3	COVENANT DOCUMENTS 3 -  COV3.pdf
SU	SURVEY -  SU.pdf
H	HEARING OR ASPR PLAN - If you are submitting five plans or less, use this file name.  H.pdf

**If you are submitting more than five plans, please break the plans into the different document file types. For example:

S1	SITE PLAN 1 - Contains the first 5 pages of the site plans  S1.pdf
S2	SITE PLAN 2 - Contains the next 5 pages of the site plans, as needed  S2.pdf
S3	SITE PLAN 3 – Contains the remainder of pages as needed  S3.pdf
E1	ELEVATION PLAN 1 – Contains the first 5 pages of the elevation plans  E1.pdf
E2	ELEVATION PLAN 2 – Contains the next 5 pages of the elevation plans, as needed  E2.pdf
E3	ELEVATION PLAN 3 – Contains the remainder of pages as needed  E3.pdf
L1	LANDSCAPE PLAN 1 – Contains the first 5 pages of the landscape plans  L1.pdf
L2	LANDSCAPE PLAN 2 – Contains the next 5 pages of the landscape plans, as needed  L2.pdf
L3	LANDSCAPE PLAN 3 – Contains the remainder of pages as needed  L3.pdf
F1	FLOOR PLAN 1 – Contains the first 5 pages of the floor plans  F1.pdf
F2	FLOOR PLAN 2 – Contains the next 5 pages of the floor plans, as needed  F2.pdf
F3	FLOOR PLAN 3 – Contains the remainder of pages as needed  F3.pdf
LE	LAKE EXCAVATION PLAN – Contains the first 5 pages of the Lake Excavation Plan  LE.pdf
LE2	LAKE EXCAVATION PLAN 2 – Contains the next 5 pages of the plans, as needed  LE2.pdf
G	OTHER PLANS 1 – Contains the first 5 pages of Other Plans  G.pdf
G2	OTHER PLANS 2 – Contains the next 5 pages of Other Plans  G2.pdf

* Additional sequential file type codes can be added for large plan submittals (Ex: S4, S5, S6, E4, E5, E6, ...)

Entrance Features

<u>Code</u>	<u>Description</u>
SU	SURVEY -  <u>SU.pdf</u>
G	PLANS - Contains the first 5 pages of plans.  <u>G.pdf</u>
G2	PLANS 2 - Contains the next 5 pages of plans  <u>G2.pdf</u>
G3	PLANS 3 - Contains the next 5 pages of the plans, as needed.  <u>G3.pdf</u>
OP	OTHER PLANS - Contains the first 5 pages of other miscellaneous plans  <u>OP.pdf</u>
OP2	OTHER PLANS 2 - Contains the next 5 pages of other miscellaneous plans  <u>OP2.pdf</u>